

# ***AGENDA***

## ***Sister Cities Commission***

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Thursday, January 22, 2004  
Milpitas City Hall, Committee Conference Room, 1<sup>st</sup> Floor  
455 E. Calaveras Blvd.  
7:00 PM

- I. Roll Call**
- II. Seating of Alternates**
- III. Pledge of Allegiance**
- IV. Approval of Minutes: October 23, 2003**
- V. Approval of Agenda**
- VI. Announcements/Correspondence**

### **VII. Citizen's Forum**

Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers must supply their name and address for the record. Commissioners cannot respond to issues brought forward, but may request that the matter be placed on the agenda of a future meeting.

### **VIII. Elections**

**Background:** Section 5, Officers, of the Commission's by-laws states: "A Chairperson and Vice Chairperson will be annually selected at the first meeting of the year from the appointed members for a term of one year. The Chairperson will call for meetings and preside over all sessions. In the absence of the Chairperson, the Vice Chairperson will preside. In the absence of both the Chairperson and Vice Chairperson, the member with the highest seniority will preside."

Further noted is Section 4, Vacancies: "Vacancies will be filled for the unexpired portion of the term in the same manner as the original appointment." In the event of an "unscheduled vacancies" on the Commission, the City Clerk's Office is required to take the following action:

Whenever an unscheduled vacancy occurs in any board, commission, or committee which the legislative body has the appointing power, whether due to resignation, death, termination, or other causes, a special vacancy notice shall be posted in the office of the clerk of the local agency, the library designated pursuant to

Section 54973, and in other places as directed by the legislative body, not earlier than 20 days before or not later than 20 days after the vacancy occurs. Final appointment to the board, commission, or committee shall not be made by the legislative body for at least **10 working days** after the posting of the notice in the clerk's office.”

**Recommendation:** Conduct elections for the Chairperson and Vice Chairperson positions.

## **IX. New Business**

### **1. GLOBAL VILLAGE EVENT: MAY 1, 2004**

**Background:** During its 50<sup>th</sup> anniversary year, the City of Milpitas will conduct cultural and commemorative events. A schedule of 2004 events requesting commission attendance and/or active participation is included in the agenda packet with a revised draft 2004 Work Plan. First event requiring planning is Global Village. Milpitas may now have two sister cities, both of which should be represented at a booth space provided by the Recreation Dept. A planning committee of citizens and City staff has begun organizing this event and will seek comments from all City commissions soon.

**Recommendation:** Appoint leaders from the commission to coordinate booth display for each Sister City and be in attendance for the duration of the event on May 1, 2004.

## **IX. Old Business**

### **2. 2004 DRAFT WORK PLAN REVIEW**

**Background:** Staff requested this item be placed on the agenda for review and discussion. A revised draft work plan is included in the agenda packet.

**Recommendation:** Review and discuss draft; provide comments to staff. Review final version at the next meeting.

### **3. DAGUPAN CITY, PHILLIPINES: SISTER CITIES RELATIONSHIP**

**Background:** Mayor Esteves & Commissioner Arthur participated with the Sister City visit, December 18 – 23, 2003. Dagupan City Association of Northern California (DCANC) President Romy Manuel also participated.

**Recommendation:** Receive report Commissioner Arthur and DCANC President Mr. Manuel. Continue discussions to evaluate relationship activities and progress, due as a report to Council on or before April 15, 2005.

### **4. RECOMMENDATION OF SISTER CITIES RELATIONSHIP: HUIZHOU CITY, CHINA**

**Background:** The commission amended its approval recommending this relationship to Milpitas City Council with Huizhou City to include a two-year duration and the final draft MOU. Staff is working to place the commission's recommendation on the February 17, 2004, Council agenda.

**Recommendation:** Receive update from Mr. Chien and discuss scheduling. Consider separate dates for recommending the relationship and conducting the MOU signing at Milpitas Council Chambers.

## **5. RECOMMENDED SISTER CITIES RELATIONSHIP: TSUKUBA CITY, JAPAN**

**Background:** During its special meeting of Oct. 1, 2003, the commission received a request from Tsukuba City representatives to edit the current MOU. At the commission's direction, staff provided a redrafted MOU to Tsukuba representatives. Commissioner Garcia has since been in contact with Tsukuba representatives regarding comments and final approval.

**Recommendation:** Review final draft of MOU. Set date to bring updated MOU to Council review and request approval. Select Lead Commissioner and commission meetings in 2004 to begin planning cultural exchanges.

## **X. CITY COUNCIL LIAISON REPORT**

## **XI. FUTURE AGENDA ITEMS**

- a. Recommended Tsukuba Relationship & Cultural Exchanges (February)
  - i. June 2004 Milpitas-to-Tsukuba Cultural Exchange (TBD)
  - ii. July 2004 Mayor Fujisawa's visit to Milpitas (TBD)
  - iii. August 2004 Tsukuba-to Milpitas Cultural Exchange (TBD)
- b. Dagupan Relationship & Cultural Exchanges (February)
- c. Recommended Sister Cities Relationship: Huizhou, China (February)
- d. Draft Work Plan and Events (February)

## **XII. ADJOURNMENT**

# ***AGENDA***

## ***Sister Cities Commission***

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Thursday, February 26, 2004  
Milpitas City Hall, Committee Conference Room, 1<sup>st</sup> Floor  
455 E. Calaveras Blvd.  
7:00 PM

- I. Roll Call**
- II. Seating of Alternates**
- III. Pledge of Allegiance**
- IV. Approval of Minutes: January 22, 2004**
- V. Approval of Agenda**
- VI. Announcements/Correspondence**

### **VII. Citizen's Forum**

Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers must supply their name and address for the record. Commissioners cannot respond to issues brought forward, but may request that the matter be placed on the agenda of a future meeting.

### **VIII. Old Business**

#### **1. GLOBAL VILLAGE EVENT: 5/01/04, 11 AM TO 4 PM, LOCATION TBA**

**Background:** Vice Chair Arthur volunteered to research the logistics for this event. Commissioner Iringan will support Dagupan's representation. Chair Garcia will assist with the event.

**Recommendation:** Receive the Vice Chair's report and discuss booth design.

#### **2. 2004 DRAFT WORK PLAN REVIEW**

**Background:** Staff requested review of the final draft, included in the agenda packet.

**Recommendation:** Review and discuss. Approve final version, with changes as needed.

### **3. RECOMMENDATION OF SISTER CITIES RELATIONSHIP: HUIZHOU CITY, CHINA**

**Background:** Discuss final draft MOU. Staff is working to place the commission's recommendation on the March 2, 2004, Council agenda. Commissioner Grilli was scheduled to meet with Mr. Francis Chien on 2/20/04.

**Recommendation:** Receive Commissioner Grilli's report. Encourage all commissioners to attend the 2/02/04 Council session.

### **4. DAGUPAN CITY, PHILLIPINES: SISTER CITIES RELATIONSHIP**

**Background:** Commissioner Iringan is working to confirm a possible visit from Dagupan Mayor Lim.

**Recommendation:** Receive update from Commissioner Iringan. Continue discussions to evaluate relationship activities and progress, due as a report to Council on or before April 15, 2005.

### **5. TSUKUBA CITY, JAPAN: SISTER CITIES RELATIONSHIP**

**Background:** Milpitas City Council approved the Memorandum of Understanding with Tsukuba at its February 17, 2004, session.

**Recommendation:** Begin planning Milpitas-Tsukuba cultural exchange (June). Confirm dates of potential visit from Mayor Fujisawa. Set the March 25 meeting to discuss draft itinerary planning and possible Council funding request. Staff requests that the commission lead have proposed draft itinerary and cost estimates at the March meeting.

## **X. CITY COUNCIL LIAISON REPORT**

## **XI. FUTURE AGENDA ITEMS**

- a. Tsukuba Relationship & Cultural Exchanges (March)
  - i. June 2004 Milpitas-to-Tsukuba Cultural Exchange (March)
  - ii. July 2004 Mayor Fujisawa's visit to Milpitas (March)
  - iii. August 2004 Tsukuba-to Milpitas Cultural Exchange (April)
- b. Dagupan Relationship & Cultural Exchanges (March)
- c. Recommended Sister Cities Relationship: Huizhou, China (March)

## **XII. ADJOURNMENT**

# ***AGENDA***

## ***Sister Cities Commission***

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Thursday, March 25, 2004  
Milpitas City Hall, Committee Conference Room, 1<sup>st</sup> Floor  
455 E. Calaveras Blvd.  
7:00 PM

- I. Roll Call**
- II. Seating of Alternates**
- III. Pledge of Allegiance**
- IV. Approval of Minutes: February 26, 2004**
- V. Approval of Agenda**
- VI. Announcements/Correspondence**

### **VII. Citizen's Forum**

Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers must supply their name and address for the record. Commissioners cannot respond to issues brought forward, but may request that the matter be placed on the agenda of a future meeting.

### **VIII. New Business**

#### **1. MILPITAS SISTER CITIES ASSOCIATION**

**Background:** As part of the Huizhou City presentation to Council on March 2, 2004, Chair Garcia reported that the paperwork to form this non-profit organization was completed and returned to the City Attorney's Office. Commissioner Grilli is responsible for forming the board.

**Recommendation:** Receive report from Commissioner Grilli.

### **VIII. Old Business**

#### **2. GLOBAL VILLAGE EVENT: 5/01/04, 11 AM TO 4 PM, LOCATION TBA**

**Background:** Vice Chair Arthur is coordinating logistics for this event. Commissioner Iringan will support Dagupan's representation. Commissioner Grilli will support Huizhou's representation. Chair Garcia will assist with the event.

**Recommendation:** Receive the Vice Chair's report and discuss booth design.

## **2. RECOMMENDATION OF SISTER CITIES RELATIONSHIP: HUIZHOU CITY, CHINA**

**Background:** On March 2, 2004, the Milpitas City Council approved a two-year Memorandum of Understanding to form a sister city relationship. Conducted by Commissioner Grilli, the presentation included a PowerPoint presentation from Mr. Johnson Shi, Deputy Director, Bureau of Foreign and Overseas Chinese Affairs, Huizhou Municipality, Guangdong Province, PRC. Chair Garcia provided closing comments about the formation of the non-profit organization, Milpitas Sister Cities Association. Mr. Shi presented a silk tapestry was to the Mayor and Council.

**Recommendation:** Receive update from Commissioner Grilli.

## **4. DAGUPAN CITY, PHILLIPINES: SISTER CITIES RELATIONSHIP**

**Background:** Commissioner Iringan is working to confirm a possible visit from Dagupan Mayor Lim.

**Recommendation:** Receive update from Commissioner Iringan. Continue discussions to evaluate relationship activities and progress, due as a report to Council on or before April 15, 2005.

## **5. TSUKUBA CITY, JAPAN: SISTER CITIES RELATIONSHIP**

**Background:** Milpitas City Council approved the Memorandum of Understanding with Tsukuba at its February 17, 2004, session. Chair Garcia and Vice Chair Arthur are working on details for the June Visit to Tsukuba.

**Recommendation:** Receive Tsukuba subcommittee report. Continue planning Milpitas-Tsukuba cultural exchange (June 11 – 20, 2004). Confirm dates of potential visit from Mayor Fujisawa and select lead commissioner.

# **X. CITY COUNCIL LIAISON REPORT**

# **XI. FUTURE AGENDA ITEMS**

- a. Tsukuba Relationship & Cultural Exchanges (April)
  - i. June 2004 Milpitas-to-Tsukuba Cultural Exchange (April)
  - ii. July 2004 Mayor Fujisawa's visit to Milpitas (April)
  - iii. August 2004 Tsukuba-to-Milpitas Cultural Exchange, Planning Session (May)
- b. Huizhou Relationship & Cultural Exchanges (April)
- c. Dagupan Relationship & Cultural Exchanges (April)
- d. Milpitas Sister Cities Association – Update (April)

# **XII. ADJOURNMENT**

# ***AGENDA***

## ***Sister Cities Commission***

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Thursday, April 22, 2004  
Milpitas City Hall, **4<sup>th</sup> Floor Conference Room**  
7:00 PM – Meet in the Rotunda, Ground Floor

- I. Roll Call**
- II. Seating of Alternates**
- III. Pledge of Allegiance**
- IV. Approval of Minutes: March 25, 2004**
- V. Approval of Agenda**
- VI. Announcements/Correspondence**
- VII. Citizen's Forum**

Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers must supply their name and address for the record. Commissioners cannot respond to issues brought forward, but may request that the matter be placed on the agenda of a future meeting.

## **VIII. Old Business**

### **1. MILPITAS SISTER CITIES ASSOCIATION**

**Background:** Standing item for development update from Commissioner Grilli.

**Recommendation:** Receive report from Commissioner Grilli.

### **2. GLOBAL VILLAGE EVENT: 5/01/04, 11 AM TO 4 PM, SPORTS CENTER FIELDS**

**Background:** Vice Chair Arthur is coordinating logistics for this event. Commissioner Iringan will support Dagupan's representation. Commissioner Grilli will support Huizhou's representation. Chair Garcia will assist with the event.

**Recommendation:** Receive the Vice Chair's report.



## **2. 2004 WORKPLAN REVIEW & UPDATE**

**Background:** At its February 26, 2004 meeting, the Commission approved use of an annual work plan organized by date of its monthly meetings. A proposed updated version is included in the agenda packet.

**Recommendation:** Receive staff presentation of the updates and select lead commissioners where noted.

## **4. RECOMMENDATION OF SISTER CITIES RELATIONSHIP: HUIZHOU CITY, CHINA**

**Background:** Included in the agenda packet is a copy of a letter from Mayor Yebin to Mayor Esteves. Staff received the letter on April 1 and forwarded it to Mayor Esteves. Pending update from Commissioner Grilli, staff will draft a written response from Mayor Esteves. This mailing will include the final MOU's signed by Mayor Esteves for signature and return from Mayor Yebin's office.

**Recommendation:** Receive update from Commissioner Grilli.

## **5. DAGUPAN CITY, PHILLIPINES: SISTER CITIES RELATIONSHIP**

**Background:** Commissioner Iringan is working to confirm a possible visit from Dagupan Mayor Lim and has prepared draft information distributed at the March 25 meeting. A copy of this information is included in the agenda packet.

**Recommendation:** Review and discuss information from Commissioner Iringan. Continue discussions to evaluate relationship activities and progress, due as a report to Council on or before April 15, 2005.

## **6. TSUKUBA CITY, JAPAN: SISTER CITIES RELATIONSHIP**

**Background:** Chair Garcia, Vice Chair Arthur and Commissioner Swiger are actively recruiting students and working on details for the June visit to Tsukuba.

**Recommendation:** Report applications received for the Milpitas-Tsukuba cultural exchange (June 11 – 20, 2004). Confirm dates of potential visit from Mayor Fujisawa and select lead commissioner.

# **IX. CITY COUNCIL LIAISON REPORT**

# **X. FUTURE AGENDA ITEMS**

1. Global Village Event: 5/01/04
2. Milpitas Sister Cities Association
3. Standing Items: Sister City Relationships/Cultural Exchanges:
  - a. Tsukuba City, Japan
    - i. June 2004 Milpitas-to-Tsukuba Visit (April)
    - ii. July 2004 Mayor Fujisawa's visit to Milpitas (April)
    - iii. August 2004 Tsukuba-to-Milpitas Visit, Planning Session (May)
  - b. Dagupan City, Philippines
  - c. Huizhou City, China
4. 2004 Work Plan Review (upcoming items)

# **XI. ADJOURNMENT**

# ***AGENDA***

## ***Sister Cities Commission***

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Thursday, May 27, 2004  
Milpitas City Hall, Committee Conference Room, 1<sup>st</sup> Floor  
455 E. Calaveras Blvd.  
7:00 PM

- I. Roll Call**
- II. Seating of Alternates**
- III. Pledge of Allegiance**
- IV. Approval of Minutes: April 22, 2004**
- V. Approval of Agenda**
- VI. Announcements/Correspondence**

### **VII. Citizen's Forum**

Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers must supply their name and address for the record. Commissioners cannot respond to issues brought forward, but may request that the matter be placed on the agenda of a future meeting.

### **VIII. Old Business**

#### **1. GLOBAL VILLAGE EVENT: 5/01/04, 11 AM TO 4 PM, SPORTS CENTER FIELDS**

**Background:** SCC commissioners hosted a booth featuring Milpitas' three sister cities. Vice Chair Arthur coordinated the Japanese food booth and donations.

**Recommendation:** Receive Chair Garcia's and Vice Chair Arthur's report and discuss.

#### **2. MILPITAS SISTER CITIES ASSOCIATION**

**Background:** Standing item for development update from Commissioner Grilli.

**Recommendation:** Note receipt and file.

### 3. TSUKUBA CITY, JAPAN: SISTER CITIES RELATIONSHIP

**Background:** a) **Milpitas-to-Tsukuba Exchange, June 12 – 20, 2004:** Chair Garcia and Vice Chair Arthur conducted a trip orientation on Wed., April 28 at the Milpitas Community Center. Included in the agenda packet is a copy of the student match list and trip itinerary provided by Tsukuba.

b) **Tsukuba Delegation Visit & Gift Exchange, July 6:** Vice Chair Arthur is coordinating this brief visit to Milpitas. This item is scheduled to appear under 'Presentations' of this Council Agenda.

c) **Tsukuba-to-Milpitas Exchange, TBA, August:** Chair Garcia and staff will present cost estimates for a funding request to City Council on June 15.

**Recommendation:** a) Receive trip planning report; b) Discuss logistics for gift exchange; c) Determine funding request and select commissioner to attend June 15 Council session.

### 4. HUIZHOU CITY, CHINA: SISTER CITIES RELATIONSHIP

**Background:** Commissioner Grilli is working to confirm a student exchange and visit from Mayor Yebin. Staff is processing request to update Chinese version of MOU to reflect updated title for Mayor Yebin.

**Recommendation:** Review and discuss information from Commissioner Grilli. Continue discussions to evaluate relationship activities and progress, due as a report to Council within two years upon receipt of signature from Mayor Esteves & Mayor Yebin.

### 5. DAGUPAN CITY, PHILLIPINES: SISTER CITIES RELATIONSHIP

**Background:** Commissioner Iringan is working to confirm a possible visit from Dagupan Mayor Lim.

**Recommendation:** Review and discuss information from Commissioner Iringan. Continue discussions to evaluate relationship activities and progress, due as a report to Council on or before April 15, 2005.

### 6. 2004 WORKPLAN REVIEW & UPDATE

**Background:** The Tsukuba-to-Milpitas Cultural Exchange is without a lead commissioner and subcommittee, as noted on the work plan distributed at the April meeting.

**Recommendation:** Determine lead commissioner(s).

## IX. CITY COUNCIL LIAISON REPORT

## X. FUTURE AGENDA ITEMS

1. Milpitas Sister Cities Association
2. Standing Items: Sister City Relationships/Cultural Exchanges:
  - a. Tsukuba City, Japan
    - i. June 2004 Milpitas-to-Tsukuba Visit (July)
    - ii. July 2004 Mayor Fujisawa's visit to Milpitas (June)
    - iii. August 2004 Tsukuba-to-Milpitas Visit, Planning Session (June)
  - b. Dagupan City, Philippines
  - c. Huizhou City, China
3. 2004 Work Plan Review (upcoming items)

## XI. ADJOURNMENT

# ***AGENDA***

## ***Sister Cities Commission***

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Thursday, June 24, 2004  
Milpitas City Hall, Committee Conference Room, 1<sup>st</sup> Floor  
455 E. Calaveras Blvd.  
7:00 PM

- I. Roll Call**
- II. Seating of Alternates**
- III. Pledge of Allegiance**
- IV. Approval of Minutes: May 27, 2004**
- V. Approval of Agenda**
- VI. Announcements/Correspondence**

### **VII. Citizen's Forum**

Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers must supply their name and address for the record. Commissioners cannot respond to issues brought forward, but may request that the matter be placed on the agenda of a future meeting.

### **VIII. Old Business**

#### **1. MILPITAS SISTER CITIES ASSOCIATION**

**Background:** Standing item for development update from Commissioner Grilli.

**Recommendation:** Note receipt and file.

#### **2. TSUKUBA CITY, JAPAN: SISTER CITIES RELATIONSHIP**

**Background: a) Milpitas-to-Tsukuba Cultural Exchange, June 12 – 20, 2004:** The Milpitas returned safely after enjoying a successful cultural exchange visit. Included in the agenda packet is the final itinerary.

**b) Tsukuba Delegation Visit & Council Presentation, July 6:** Chair Garcia is coordinating this one-day visit to Milpitas. A letter from Mayor Fujisawa to Mayor Esteves is included in the agenda packet.

**c) Tsukuba-to-Milpitas Cultural Exchange, August 16 – 23, 2004:** Vice Chair Arthur volunteered as the lead commissioner with Chair Garcia and Commissioner Iringan volunteering as subcommittee members.

**Recommendation:** a) Receive Chair Garcia's cultural exchange report; b) Discuss visit logistics and Council Presentation and provide direction to staff; c) Receive staff report, discuss planning and accept assignments.

### **3. HUIZHOU CITY, CHINA: SISTER CITIES RELATIONSHIP**

**Background:** Commissioner Grilli reported consideration of Fall 2004 student and cultural exchange to Milpitas and Spring 2005 student and cultural exchange to Huizhou at the last meeting. Staff forwarded a signed Memorandum of Understanding for Mayor Yebin's signature. This version required a title change. A two-year review period for report the City Council begins upon receipt of Mayor Yebin's signature.

**Recommendation:** Receive and discuss updated report. Note receipt and file.

### **4. DAGUPAN CITY, PHILLIPINES: SISTER CITIES RELATIONSHIP**

**Background:** Commissioner Iringan is working to confirm a possible visit from Mayor Lim.

**Recommendation:** Review and discuss information from Commissioner Iringan. Continue discussions to evaluate relationship activities and progress, due as a report to Council on or before April 15, 2005.

### **5. EUROPEAN SISTER CITY RESEARCH**

**Background:** Commissioner Arefi noted an interest in researching possible sister city relationships in Europe.

**Recommendation:** Receive update and discuss next steps.

### **6. 2004 WORKPLAN REVIEW & UPDATE**

**Background:** Commission activities were reviewed and brought up-to-date with volunteers for lead commissioners and subcommittees at the previous meeting. Updated version is included in the agenda packet.

**Recommendation:** Note receipt and file.

## **IX. CITY COUNCIL LIAISON REPORT**

## **X. FUTURE AGENDA ITEMS**

1. Milpitas Sister Cities Association Report
2. Sister City Relationships/Cultural Exchanges:
  - a. Tsukuba City, Japan
    - i. July 6, 2004 Mayor Fujisawa's visit to Milpitas (July)
    - ii. August 2004 Tsukuba-to-Milpitas Visit, Planning Session (July)
  - b. Dagupan City, Philippines (July)
  - c. Huizhou City, China (July)
3. European Sister City Research (July)
4. 2004 Work Plan Review (Upcoming Items, as needed)

## **XI. ADJOURNMENT**

# ***AGENDA***

## ***Sister Cities Commission***

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Thursday, July 22, 2004  
Milpitas City Hall, Committee Conference Room, 1<sup>st</sup> Floor  
455 E. Calaveras Blvd.  
7:00 PM

- I. Roll Call**
- II. Seating of Alternates**
- III. Pledge of Allegiance**
- IV. Approval of Minutes: June 24, 2004**
- V. Approval of Agenda**
- VI. Announcements/Correspondence**

### **VII. Citizen's Forum**

Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers must supply their name and address for the record. Commissioners cannot respond to issues brought forward, but may request that the matter be placed on the agenda of a future meeting.

### **VIII. Old Business**

#### **1. MILPITAS SISTER CITIES ASSOCIATION**

**Background:** Standing item for development update from Commissioner Grilli.

**Recommendation:** Note receipt and file.

#### **2. TSUKUBA CITY, JAPAN: SISTER CITIES RELATIONSHIP**

**Background: a) Tsukuba Delegation Visit, July 5 – 6:** Chair Garcia coordinated this two-day visit to Milpitas. Regrettably, the second day was cut short by the Tsukuba delegation due to health and flight concerns.

**b) Tsukuba-to-Milpitas Cultural Exchange, August 16 – 23, 2004:** Vice Chair Arthur volunteered as the lead commissioner with Chair Garcia and Commissioner Iringan volunteering as subcommittee members.

**Recommendation:** a) Receive Chair Garcia's report; b) Discuss visit logistics, including possible event notification to Council and provide direction to staff. Staff will distribute a draft itinerary for use of City facilities at the meeting.

### **3. HUIZHOU CITY, CHINA: SISTER CITIES RELATIONSHIP**

**Background:** Commissioner Grilli awaits Huizhou's consideration of Fall 2004 student and cultural exchange to Milpitas and Spring 2005 student and cultural exchange to Huizhou. Staff previously reported receiving the signed English version of the Memorandum of Understanding with Mayor Yebin's signature. Staff has not received the corrected Chinese translation of the MOU with Mayor Yebin's signature. This version required a title change.

**Recommendation:** Declare the effective date for this two-year relationship as April 28, 2004, which is the date of Mayor Esteves' signature on the English version. Receive updated report from Francis Chien, Huizhou-Milpitas Sister Cities Committee representative.

### **4. DAGUPAN CITY, PHILLIPINES: SISTER CITIES RELATIONSHIP**

**Background:** Commissioner Iringan is working to confirm a possible visit from Mayor Lim.

**Recommendation:** Review and discuss information from Commissioner Iringan. Continue discussions to evaluate relationship activities and progress, due as a report to Council on or before April 15, 2005.

### **5. EUROPEAN SISTER CITY RESEARCH**

**Background:** Commissioner Arefi began research on possible sister city relationships in Europe.

**Recommendation:** Receive update and discuss next steps.

### **6. 2004 WORKPLAN REVIEW & UPDATE**

**Background:** Pending commission discussion of potential upcoming cultural exchanges, staff has no requested updates to the work plan.

**Recommendation:** Note receipt and file.

## **IX. CITY COUNCIL LIAISON REPORT**

## **X. FUTURE AGENDA ITEMS**

1. Milpitas Sister Cities Association Report
2. Sister City Relationships/Cultural Exchanges:
  - a. Tsukuba City, Japan
    - i. August 2004 Tsukuba-to-Milpitas Visit, Final Report
  - b. Dagupan City, Philippines (August)
  - c. Huizhou City, China (August)
3. European Sister City Research (August)
4. 2004 Work Plan Review (Upcoming Items, as needed)

## **XI. ADJOURNMENT**

# ***AGENDA***

## ***Sister Cities Commission***

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Thursday, August 26, 2004  
Milpitas City Hall, Committee Conference Room, 1<sup>st</sup> Floor  
455 E. Calaveras Blvd.  
7:00 PM

- I. Roll Call**
- II. Seating of Alternates**
- III. Pledge of Allegiance**
- IV. Approval of Minutes: July 22, 2004**
- V. Approval of Agenda**
- VI. Announcements/Correspondence**

### **VII. Citizen's Forum**

Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers must supply their name and address for the record. Commissioners cannot respond to issues brought forward, but may request that the matter be placed on the agenda of a future meeting.

### **VIII. Old Business**

#### **1. MILPITAS SISTER CITIES ASSOCIATION**

**Background:** Standing item for development update from Commissioner Grilli.

**Recommendation:** Note receipt and file.

#### **2. TSUKUBA CITY, JAPAN: SISTER CITIES RELATIONSHIP**

Seven students and two adults visited from Tsukuba during the Cultural Exchange, August 16 – 23, 2004. The agenda packet includes copies of slides displayed at the August 17 Council Presentation and a final copy of the itinerary. In addition, Mayor Esteves received a letter from Mayor Fujisawa dated July 29 and June 18, both included in the agenda packet, along with a copy of the July 6 Council Proclamation.

**Recommendation:** Receive Chair Garcia's report. Note receipt and file.

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### **3. HUIZHOU CITY, CHINA: SISTER CITIES RELATIONSHIP**

**Background:** Huizhou representatives' request consideration to send a government delegation in October, prior to a student and cultural exchange to Milpitas in November (targeting the week of the Thanksgiving Holiday). There is tentative agreement for a student and cultural exchange to Huizhou in Spring 2005. Mr. Francis Chien requested a letter of invitation from Mayor Esteves to Mayor Yebin regarding both visits at the July meeting. Included in the agenda packet is a secondary agreement between the cities, as requested by Ms. Catherine Chen.

**Recommendation:** Receive update from Commissioner Grilli and discuss next steps. Begin discussions to evaluate relationship activities and progress, due as a report to Council on or before April 28, 2006.

### **4. DAGUPAN CITY, PHILLIPINES: SISTER CITIES RELATIONSHIP**

**Background:** A potential visit from Mayor Lim is slated for mid-September.

**Recommendation:** Receive update from Commissioner Iringan and discuss next steps. Select date to evaluate relationship activities and progress, due as a report to Council on or before April 15, 2005.

### **5. EUROPEAN SISTER CITY RESEARCH**

**Background:** Commissioner Arefi began research on possible sister city relationships in Europe and has met with the Northern California Italian American Heritage Foundation.

**Recommendation:** Receive update and discuss next steps.

### **6. 2004 WORKPLAN REVIEW & UPDATE**

**Background:** Pending commission discussion of potential upcoming cultural exchanges, staff requests review and updates to the work plan.

**Recommendation:** Note all confirmed and upcoming visits. Direct staff accordingly, as needed.

## **IX. CITY COUNCIL LIAISON REPORT**

## **X. FUTURE AGENDA ITEMS**

1. Milpitas Sister Cities Association Report (September)
2. Sister City Relationships/Cultural Exchanges:
  - a. Tsukuba City, Japan (September)
  - b. Dagupan City, Philippines (September)
  - c. Huizhou City, China (September)
3. European Sister City Research (September)
4. 2004 Work Plan Review (Upcoming Items, as needed)

## **XI. ADJOURNMENT**

# ***AGENDA***

## ***Sister Cities Commission***

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Thursday, September 23, 2004  
Milpitas City Hall, Committee Conference Room, 1<sup>st</sup> Floor  
455 E. Calaveras Blvd.  
7:00 PM

- I. Roll Call**
- II. Seating of Alternates**
- III. Pledge of Allegiance**
- IV. Approval of Minutes: August 26, 2004**
- V. Approval of Agenda**
- VI. Announcements/Correspondence**

### **VII. Citizen's Forum**

Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers must supply their name and address for the record. Commissioners cannot respond to issues brought forward, but may request that the matter be placed on the agenda of a future meeting.

### **VIII. Old Business**

#### **1. DAGUPAN CITY, PHILLIPINES: SISTER CITIES RELATIONSHIP**

**Background:** City of Dagupan Mayor Benjamin S. Lim and delegates visited Milpitas September 14 – 15, 2004. A final itinerary is included in the Commission packet.

**Recommendation:** Receive update from Commissioner Iringan.

#### **2. HUIZHOU CITY, CHINA: SISTER CITIES RELATIONSHIP**

**Background:** Commissioner Grilli is in contact with Huizhou staff to confirm two upcoming visits: 1) Visit of Officials to include presentation to City Council on October 5, 2004, and; 2) Student Exchange to begin with a visit to 10 Huizhou students November 20 – 27, 2004. A letter of invitation for the Visit of Officials will be distributed at the commission meeting.

**Recommendation:** Conduct planning session, select commission subcommittee, and advise staff of next steps.

### **3. TSUKUBA CITY, JAPAN: SISTER CITIES RELATIONSHIP**

**Background:** Standing item, pending new information.

**Recommendation:** Receive Chair Garcia's report. Note receipt and file.

### **4. EUROPEAN SISTER CITY RESEARCH**

**Background:** Commissioner Arefi began research on possible sister city relationships in Europe and has met with the Northern California Italian American Heritage Foundation.

**Recommendation:** Receive update and discuss next steps.

### **5. 2004 WORK PLAN REVIEW & UPDATE**

**Background:** The commission reviewed potential upcoming cultural exchanges and requested that staff provide review and updates to the work plan at its August 26, 2004, meeting. Staff to distribute the updated work plan at this meeting.

**Recommendation:** Note all confirmed and upcoming visits. Advise staff of changes, as needed.

### **6. MILPITAS SISTER CITIES ASSOCIATION**

**Background:** Standing item for development update from Commissioner Grilli.

**Recommendation:** Note receipt and file.

## **IX. CITY COUNCIL LIAISON REPORT**

## **X. FUTURE AGENDA ITEMS**

1. Milpitas Sister Cities Association Report
2. Sister City Relationships/Cultural Exchanges:
  - i. Tsukuba City, Japan
  - ii. Dagupan City, Philippines
  - iii. Huizhou City, China
3. European Sister City Research
4. 2004 Work Plan Review

## **XI. ADJOURNMENT**

# ***AGENDA***

## ***Sister Cities Commission***

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Thursday, October 21, 2004  
Milpitas City Hall, Committee Conference Room, 1<sup>st</sup> Floor  
455 E. Calaveras Blvd.  
7:00 PM

- I. Roll Call**
- II. Seating of Alternates**
- III. Pledge of Allegiance**
- IV. Approval of Minutes: September 23, 2004**
- V. Approval of Agenda**
- VI. Announcements/Correspondence**
- VII. Citizen's Forum**

Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers must supply their name and address for the record. Commissioners cannot respond to issues brought forward, but may request that the matter be placed on the agenda of a future meeting.

### **VIII. Old Business**

#### **1. MILPITAS SISTER CITIES ASSOCIATION**

**Background:** Standing item for development update from Commissioner Grilli.

**Recommendation:** Note receipt and file.

#### **2. DAGUPAN CITY, PHILLIPINES: SISTER CITIES RELATIONSHIP**

**Background:** A report to City Council regarding this sister city relationship is due on or before April 15, 2006. Three items are included in the commission's agenda packet: 1) an accounting of recent expenses; 2) a final itinerary and; 3) copies of emails thanking City employees for volunteering time to support the 9/15/04 officials' visit itinerary.

**Recommendation:** Set report parameters and tentative 2005 Council Session date. Receive update from Commissioner Iringan.

### **3. HUIZHOU CITY, CHINA: SISTER CITIES RELATIONSHIP**

**Background:** Commissioner Grilli is in contact with Huizhou staff to confirm the student exchange visit of 10 Huizhou students, tentatively set for November 20 – 27, 2004. Three items are included in the commission's agenda packet: 1) an accounting of the recent expense; 2) a final itinerary and; 3) copies of emails thanking City employees for volunteering time to support the 10/05/04 officials' visit itinerary.

**Recommendation:** Conduct planning session and advise staff of next steps.

### **4. TSUKUBA CITY, JAPAN: SISTER CITIES RELATIONSHIP**

**Background:** At the September meeting, Chair Garcia suggested to begin planning for the June student exchange visit to Tsukuba at the January or February 2005 meeting. Also, a thank you letter to Rite Aid for its donation to the Friendship Party is included in the commission's agenda packet.

**Recommendation:** Note receipt and file.

### **5. EUROPEAN SISTER CITY RESEARCH**

**Background:** Commissioner Arefi continues research on possible sister city relationships in Italy and has met with the Northern California Italian American Heritage Foundation.

**Recommendation:** Receive update from Commissioner Arefi and discuss next steps.

### **6. 2004 WORK PLAN REVIEW FOR 2005 DRAFT**

**Background:** Staff distributed an updated work plan for the remainder of 2005 at the September meeting.

**Recommendation:** Review important dates for existing relationships and advise staff in order to prepare a draft 2005 work plan at the next meeting.

### **7. SCHEDULE FOR 2004 NOVEMBER & DECEMBER MEETINGS**

**Background:** The November and December SCC meetings fall on national and City-observed holidays, respectively.

**Recommendation:** Cancel the November and December meetings. Due to pending business, reschedule one meeting to Thurs., December 2, 2004, when there are no conflicting standing City meetings.

## **IX. CITY COUNCIL LIAISON REPORT**

## **X. FUTURE AGENDA ITEMS**

1. Milpitas Sister Cities Association Report
2. Sister City Relationships/Cultural Exchanges:
  - i. Tsukuba City, Japan
  - ii. Dagupan City, Philippines
  - iii. Huizhou City, China
3. European Sister City Research
4. 2005 Work Plan Review

## **XI. ADJOURNMENT**

# ***AGENDA***

## ***Sister Cities Commission***

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Thursday, December 2, 2004  
Milpitas City Hall, 4<sup>th</sup> Floor Conference Room  
455 E. Calaveras Blvd.  
7:00 PM

- I. Roll Call**
- II. Seating of Alternates**
- III. Pledge of Allegiance**
- IV. Approval of Minutes: October 28, 2004**
- V. Approval of Agenda**
- VI. Announcements/Correspondence**
- VII. Citizen's Forum**

Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers must supply their name and address for the record. Commissioners cannot respond to issues brought forward, but may request that the matter be placed on the agenda of a future meeting.

### **VIII. Old Business**

#### **1. MILPITAS SISTER CITIES ASSOCIATION**

**Background:** Standing item for development update from Commissioner Grilli.

**Recommendation:** Note receipt and file.

#### **2. DAGUPAN CITY, PHILLIPINES: SISTER CITIES RELATIONSHIP**

**Background:** A report to City Council regarding this sister city relationship is due on or before April 5, 2005.

**Recommendation:** Set report parameters and tentative 2005 Council Session date. Receive update from Commissioner Iringan.

### **3. HUIZHOU CITY, CHINA: SISTER CITIES RELATIONSHIP**

**Background:** The November student exchange to Milpitas did not occur due to delays obtaining visas. It has been proposed that Milpitas students visit Tsukuba in April 2005, during Spring Break, and that Huizhou students visit in October or November 2005. In addition, staff worked with Sister Cities International representatives for this organization's formal recognition of the Milpitas – Huizhou relationship. It is posted at [www.sister-cities.org](http://www.sister-cities.org), under the International Community Resource Center.

**Recommendation:** Conduct planning session and advise staff of next steps.

### **4. TSUKUBA CITY, JAPAN: SISTER CITIES RELATIONSHIP**

**Background:** The Commission received a request from Milpitas High School teacher Teresa Lin for help with fifteen students to travel to Hiroshima during spring vacation in April with three chaperones

**Recommendation:** Receive update from Chair Garcia and Vice Chair Arthur.

### **5. EUROPEAN SISTER CITY RESEARCH**

**Background:** Commissioner Arefi continues research on possible sister city relationships in Italy.

**Recommendation:** Receive update from Commissioner Arefi and discuss next steps.

### **6. DRAFT 2005 WORK PLAN REVIEW**

**Background:** Staff requested opportunity to review basic draft for 2005 work plan.

**Recommendation:** Review work plan, provide comments, and direct staff accordingly.

## **IX. CITY COUNCIL LIAISON REPORT**

## **X. FUTURE AGENDA ITEMS**

1. Milpitas Sister Cities Association Report
2. Sister City Relationships/Cultural Exchanges:
  - i. Tsukuba City, Japan
  - ii. Dagupan City, Philippines
  - iii. Huizhou City, China
3. European Sister City Research
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## **XI. ADJOURNMENT**